



REQUEST FOR QUALIFICATIONS

Project Name: Accounting and Consulting Services

Owner: Barnwell County

Location: Barnwell, South Carolina

Contact Name: Nico M. Aguilar, III, Deputy Administrator
(803) 541-1000

Qualifications Due: 2:00 p.m., November 17, 2006

Barnwell County is requesting qualification statements from Certified Public Accounting Firms for Accounting and Consulting Services.

Qualification statements should include but not be limited to the following:

- A. Cover Letter.
- B. Firm Description and History.
- C. Location of Office or Offices.
- D. Organizational Chart showing individuals who will be involved in the project and their area of responsibility.
- E. Qualifications of individuals who will be involved in the project.
- F. Include information relevant to experience in Governmental Accounting.
- G. List of References including name, address, and telephone number.

Provide seven (7) copies of the qualification statements for distribution and review by Barnwell County.

This is not a request for priced proposal and does not commit Barnwell County to award a contract, to pay any cost incurred in the preparation of qualification statements submitted, or to procure or contract for the services. Barnwell County reserves the right to accept or reject any, all or any part of the qualification statements received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of the County to do so. The County will be sole judge as to whether qualification statements submitted meet all requirements contained in this solicitation.

Submit Qualification Statements To:

Attention: Nico M. Aguilar, III, Deputy Administrator
County Administration Building, Room 124
57 Wall Street
Barnwell, S.C. 29812
Phone: (803) 541-1000

REQUEST FOR QUALIFICATIONS

PURPOSE

Barnwell County is seeking qualification statements from Certified Public Accounting (CPA) Firms or Certified Public Account (CPA) qualified to provide Accounting and Consulting Services.

Below is a general listing of services that Barnwell County desires the CPA Firm or CPA to provide. The CPA Firm or CPA may provide additional accounting and consulting services that are not listed below.

I. General Listing of Services

1. Preparation of annual financial statements.
2. Assistance with and preparation of Management Discussion & Analysis.
3. Fiscal year end closeout and entries.
4. Bank reconciliations, posting of transactions, and preparation of year end trial balances for the following:
 - a. Clerk of Court
 - b. Probate Judge
 - c. (3) Magistrates
 - d. Delinquent Tax
 - e. Jail Account
 - f. Airport
 - g. All volunteer fire departments
 - h. Economic Development Commission
5. Capitalization and recording of capital assets.
6. Reclassification of miscellaneous revenues and expenditures to proper funds and accounts.
7. Reconciliation of payroll liability accounts.
8. Assistance with budgeting.
9. Reconciliation of grant reimbursement request to general ledger accounts.
10. Assistance with proper recording of special revenue transactions.
11. General assistance with general ledger issues, i.e., out of balance, proper account classification, and proper fund classifications.
12. Assistance with GAAP and GASB issues and regulations.
13. Assistance in the development and preparation of the Request for Proposal (RFP) conditions to solicit and secure a CPA Firm or CPA to provide Financial Audit Services for Barnwell County.

Type of Contract

Barnwell County intends to sign a contract with one CPA Firm or CPA for the services included in its Statement of Qualification (SOQ). To the extent that the firms chosen make joint proposals, one firm must be designated the lead firm to sign the contract and be the point of contact with Barnwell County.

Preparation of SOQ

All SOQs should be complete and carefully worded and must convey all the information requested by Barnwell County.

Questions

Every effort has been made to ensure that all information needed by the CPA Firm or CPA is included herein. If a firm finds that it cannot complete a proposal without additional information, the firm must submit written questions to the County. Verbal questions will not be accepted and verbal answers will not be given. No negotiations, decisions or actions shall be initiated by any Firm or potential firm as a result of any verbal discussion with any County Representative or employee. Written questions and responses will be made part of the RFQ and distributed to all firms who received RFQ packages.

All questions in connection with this RFQ shall be directed to the following Barnwell County Representative:

Nico M. Aguilar, III, Deputy Administrator
County Administration Building, Room 124
57 Wall Street
Barnwell, SC 29812
Fax: (803) 541-1070
Email: nmathree@barnwellsc.com

Professional Liability and Workers' Compensation Coverage

The firm will submit with its SOQ evidence that it has or can obtain professional liability and Workers' Compensation coverage in an amount not less than one million dollars and that said coverage includes, but is not limited to the scope of work.

Termination by Barnwell County

Funds for this contract are payable from Barnwell County's funds. In the event no funds or insufficient funds are appropriated and made available for payments due under this contract, then Barnwell County shall immediately notify the firm of such occurrence, and this contract shall create no further obligation of Barnwell County as to such current or succeeding fiscal year and shall be null and void, except as to the portions of payments herein agreed upon for funds which shall have been appropriated and budgeted. In such event, this contract shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to Barnwell County of any kind whatsoever. No right of action or damages shall accrue to the benefit of the firm as to that portion of this contract, which may so terminate. Barnwell County shall provide the successful firm with notice not less than thirty (30) days prior to the date of cancellation, if such time is available. Otherwise, prompt notice will suffice. In the event of occurrence of the circumstances described immediately above, the firm shall not prohibit or otherwise limit the State's right to pursue and contract for alternate solutions and remedies as deemed necessary by Barnwell County for the conduct of its affairs. All provisions stated herein shall apply to any amendment or the execution of any option to extend the contract.

Approval of Use of Names

The firm shall not have the right to include Barnwell County names in its published list of customers without prior approval. With regard to news releases, only the name of the firm, type and duration of the contract may be used and then only with prior approval of Barnwell County. The firm agrees not to publish or cite in any form any comments or quotes from Barnwell County Council members, officials or staff. The firm further agrees not to refer to the award of this contract in commercial advertising in such a manner as to state or imply that the services provided are endorsed or preferred by Barnwell County.

Employment of Personnel

In all hiring or employment made possible by or resulting from the contract and in accordance with 45 CFR Parts 90 and 91 (1990), the firm agrees that:

- (1) There shall be no discrimination against any employee or applicant for employment because of handicap, age, race, color, religion, sex, or national origin, and
- (2) Affirmative action shall be taken to insure that applicants are employed, and that
- (3) Employees are treated during employment without regard to their handicap, age, race, color, religion, sex, or national origin.

This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The firm further agrees to give public notice in conspicuous places available to employees and applicants for employment setting forth the provisions of this section. All solicitations or advertisements for employees shall state that all qualified applicants shall receive consideration for employment without regard to handicap, age, race, color, religion, sex, or national origin. All inquiries made to the firm concerning employment shall be answered without regard to handicap, age, race, color, religion, sex or national origin. All responses to inquiries made to the firm concerning employment made possible as a result of the contract shall conform to Federal, State, and local regulations.

Compliance with Codes, Ordinances, Industry Standards

During the term of this contract, it shall be the firm's responsibility to ensure compliance with all applicable provisions of laws, codes, ordinances, rules and regulations, tariffs, and industry standards.

Assignment

No contract or its provisions may be assigned, sublet, or transferred without the written consent of Barnwell County.

Safety Precautions

Barnwell County assumes no responsibility with respect to accidents, illness, or claims arising out of any work undertaken with the assistance of funds paid under the contract. The firm shall take necessary steps to insure or protect itself and its personnel. The firm agrees to comply with all applicable local, State, and Federal occupational and safety acts, rules, and regulations.

Political Activity

The firm shall comply with all applicable provisions of the Federal "Hatch Act", as amended.

Restrictions for Lobbying

In accordance with 31 USC 1352, funds received under this contract may not be expended to pay any person or influencing or attempting to influence as officer or employee of any agency, a member of Congress, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract,

grant, loan, or cooperative agreement. This restriction is applicable to all subcontractors and must be included in all subcontracts.

Compliance with Federal Regulations

State or Federal requirements that are more restrictive shall be followed.

Americans with Disabilities Act (ADA)

The firm shall comply with the 504/ADA, as applicable.

Debarment Certification

The firm agrees to comply with the applicable provisions of 45 CFR Part 76 (1990).

Audits and Reviews

The firm shall, throughout the life of the contract, participate in State and Federal audits. The firm shall provide support to Barnwell County during any and all audits. The support shall include, but shall not be limited to, producing documentation, gathering data, preparing reports or correspondence, and assisting Barnwell County in responding to questions.

Other information directly related to scope of work may be included.

EVALUATION OF QUALIFICATION STATEMENTS

The Qualification Statements will be reviewed by Barnwell County and will be evaluated based on the evaluation criteria set forth below. Discussions with representatives of the firms regarding their qualifications may be held as needed. Firms may be asked to make formal presentations to the appropriate Barnwell County Council Committee at any time during the process. The County Administrator will negotiate a satisfactory contract with the selected firm. If a satisfactory contract cannot be negotiated with the first ranked firm, the Administrator will have the authority to negotiate with the second ranked firm, and so forth, until a satisfactory contract is negotiated or if County Council determines to re-solicit the RFQ.

Ranking Criteria

Barnwell County will use the following criteria in ranking and selecting the firm based upon the submitted SOQs:

1. Qualification of the firm's personnel.
2. The firms experience in governmental accounting.
3. The firm's references relevant to the described project.
4. The length of time the firm has been established.
5. The firm's location that will be handling the project for Barnwell County.

Qualifications will be ranked as follows:

Criteria	Ranking
1. Qualification of the Firm's Personnel.	Max 25 Pts.
2. Experience in governmental accounting;	Max 25 Pts.
3. References relevant to the described project;	Max 20 Pts.
4. Length of time in business	Max 15 Pts.
5. Location of Firm or Satellite Office (Access to Project)	Max 15 Pts.
Total Points	100

PROJECT TIMETABLE

Barnwell County is asking that all SOQs be sent to Nico M. Aguilar, III, Deputy Administrator, no later than 2:00 PM on November 17, 2006.

SUBMISSION OF STATEMENTS

Submit one (1) original and six (6) copies of the SOQ to:

Nico M. Aguilar, III., Deputy Administrator
County Administration Building, Room 124
57 Wall Street
Barnwell, SC 29812

All SOQs must be received at the above address no later than 2:00 PM on November 17, 2006. SOQs that are not received by Barnwell County by the above time and date shall be rejected and shall not be evaluated.